

POLICE RECORDS SUPERVISOR

DISTINGUISHING FEATURES

The fundamental reason the Police Records Supervisor position exists is to assist the Records Division Manager with planning, organizing and supervising the functions of the Police Records Unit within the Administrative Services Bureau of the Police Department. This position supervises. This classification receives general supervision from the Records Division Manager.

ESSENTIAL FUNCTIONS

Insures the orderly maintenance, ready availability, confidentiality and security of Police records; responsible for establishing production standards and developing work flows. Handles confidential phone calls from agencies seeking record and fingerprint identification information; prepares incident reports and statistical summaries.

Makes daily work assignments; observes and provides feedback on/to subordinates; listens and resolves employee questions or issues; directs training programs and prepares performance appraisals on subordinate staff. Assists the Police Support Specialist with duties as necessary to maintain schedules and meet task deadlines.

Reports verbally and in writing to the Police Records Division Manager on work status and special problems. Assists in maintaining and updating the Records unit procedural manual and developing new records system.

Assists in development of budget objectives, prepares budget requests; maintains training expenditures and the monies collected for services rendered.

Develops procedures for word processing and data processing records functions, including programs for retrieval of statistical data.

Monitors and prepares written reports on division statistics, information composites, and procurement needs.

Implements new policies where appropriate; insures compliance with state and national security and privacy laws and regulations, handles subpoenas, acts as a department representative for inter-city and interstate police records computerized systems.

Operates a computer terminal and CRT requiring continuous and repetitive hand/eye movement for extended periods of time. Maintains ACIC/NCIC computer terminal certification (TOC) and notary status; follows related procedures and policies.

Attendance and punctuality are essential functions of this position.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities:

Knowledge of:

- Supervisory practices including the recruitment, hiring, mentoring, evaluating, and discipline of personnel.
- Office management principles including the scheduling of personnel, delegation of job duties, and monitoring of employee progress.
- Modern records management and techniques including automated records management systems, quality control measures, and process flow.
- Computer software skills to include word processing, spreadsheets, and e-mail.
- Knowledge to operate within a Microsoft Windows environment.
- Business arithmetic.

- Business composition: able to communicate through written documentation with correct spelling, grammar and punctuation.

Ability to:

- Work rotating shifts.
- Prepare statistically based reports compiled from records.
- Effectively supervise a large records staff; establish and maintain effective working relationships with other employees, understand, interpret and communicate issues and data.
- Operate standard office equipment including a computer, CRT and related equipment requiring visual and muscular dexterity.
- Communicate and deal effectively, orally, over the phone, and in writing with co-workers, other law enforcement agencies, City employees and the general public.
- Review, check and compare data for accuracy and conformance to standards.
- Comprehend and make inferences from written and verbal information.
- Lift and carry files up to 20 pounds in weight; climb, bend and stoop to reach files.
- Comprehend and make inferences from material written in the English language.
- Produce written documents in English with clearly organized thoughts using proper sentence construction, punctuation and grammar.
- Remain in a sitting position for extended periods of time.
- Work cooperatively with other City employees and employees of other law enforcement agencies.
- Observe, compare and monitor people's behavior, objects, or data to determine compliance with prescribed operating or safety standards.
- Learn job-related material through oral instruction and observation. This learning takes place mainly in an on-the-job training setting.
- Perform a broad range of supervisory responsibilities over a large staff performing a variety of duties.
- Work safely without presenting a direct threat to incumbent or others.

Education & Experience

- Graduation from high school or GED is required.
- Requires any combination of training, education, and experience equivalent to three years of progressively responsible supervisory/administrative experience.
- Past law enforcement supervisory experience highly desired. Prior budget experience is preferred.
- Working experience in the automation of police records files is preferred.
- Must obtain and maintain ACIC/NCIC terminal operator certification (TOC) and notary status.
- Must have a valid Arizona Driver's License with no major driving citations in the last 39 months for all driving positions.

FLSA Status: Exempt

HR Ordinance Status: Unclassified